

**BY ORDER OF THE COMMANDER
AIR FORCE GLOBAL STRIKE COMMAND**

AIR FORCE INSTRUCTION 91-204



**AIR FORCE GLOBAL STRIKE COMMAND
Supplement**

5 AUGUST 2019

Incorporating Change 1, 30 September 2020

Safety

**SAFETY INVESTIGATIONS AND
HAZARD REPORTING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mr. Alan T. Parmater)

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AFI 91-204, *Safety Investigations and Hazard Reporting*, is supplemented as follows: This instruction applies to Air Force Global Strike Command (AFGSC), Air Force Reserve Command (AFRC) and Air National Guard (ANG) units under AFGSC oversight. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR using AF Form 847, *Recommendation for Change of Publication*; route AF 847s from the field through the functional's chain of command. Intervening levels will evaluate all recommendations and forward the AF 847s to the next echelon. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, Records Management and Information Governance Program, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). **PRIVACY ACT:** This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by EO 12196, 29 CFR 1960, EO 9397, 10 USC 8013, DoDI 6055.07, *Mishap Notification, Investigation, Reporting, and Record Keeping* and AFI 91-204. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (T-0, T-1, T-2, T-3) number following the compliance statement. See Department of the Air Force Instruction 33-360, *Publications and Forms Management*, for a description of the authorities

associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to HQ AFGSC/SE for non-tiered compliance items, in accordance with [paragraph 1.2](#). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not infer endorsement by the Air Force.

SUMMARY OF CHANGES

This interim change clarifies the command expectation for unintentional discharge reporting.

1.3.1. Mishap. Chief of Safety (CoS) will advise their commander, of the organization that is responsible for the damaged asset or injured personnel, to ensure the proper personnel are used to investigate mishaps and events, however the investigation will be conducted using the applicable AFMAN 91-22X guidance and procedures. **(T-2)**

1.3.1.2.1.1. **(Added)** Sub-scale remotely piloted vehicle mishaps are categorized as aviation mishaps; and should be normally investigated as such. However, if they do meet the mishap criteria for dollar cost threshold or personnel injury in AFI 91-204 they should be investigated IAW AFI 99-151, *Air Launched Munition Analysis Group (ALMAG)* guidelines.

1.3.1.3.2. **(Added)** AFGSC/SEW will track unintentional discharges (regardless of damage or injury) as safety hazards or incidents for trend analysis; therefore, AFGSC/SEW directs all unintentional discharges at subordinate units be reported in AFSAS as Hazards or Incidents, if they are not required to be reported under another mishap category. **(T-2)**.

1.3.1.3.2.1. **(Added)** A discharge into a clearing barrel, additionally requires documentation for the item serviceability (applies to commercial off the shelf (COTS) barrels only), since multiple discharges will affect the continued safe use of said barrel. Refer to AFMAN 31-129 and the COTS clearing barrel inspection requirements, if a COTS barrel is used, when a round is discharged. **(T-2)**.

1.3.2. Anytime a nuclear warhead or a nuclear weapon is directly involved in a potential safety event, all information being collected to notify Wing Safety or chain of command (i.e., pictures or event details relating to ICBM or Nuclear Bomber events) will be transmitted over SIPRNet. Examples of information falling into this criteria include, but not limited to: damage to an Air Launched Cruise Missile with a nuclear warhead installed or damage to a reentry system with a nuclear warhead installed. Organizations are responsible for properly classifying data elements (i.e., paragraphs and photos) in accordance with pertinent system security classification guides. Units will input a placeholder in AFSAS. **(T-2)**

2.4.8. **(Added)** HQ AFGSC/A1 shall provide HQ AFGSC/SE with a list of all MAJCOM personnel with formal safety investigation training, indexed by personnel data system code, on a monthly basis. AFGSC organizations are responsible to maintain rosters of their safety personnel. **(T-2)**

2.4.9. **(Added)** HQ AFGSC Directorates shall provide AFGSC/SE with a roster of Board President qualified personnel (including civilians) updated with availability and mission impact if selected for a SIB, on a quarterly basis. Each AFGSC suborganization is responsible for maintaining rosters of their safety trained personnel. **(T-2)**

2.4.10. **(Added)** Medical Officer Selection. HQ AFGSC/SG will select flight surgeons to be on SIBs and submit the individual's information to HQ AFGSC/SE for formal tasking and placement on board orders. **(T-2)**

2.4.11. **(Added)** Human Factors (HF) Member Selection. HQ AFGSC/SG will select the HF member to be on SIBs and submit the individual's information to HQ AFGSC/SE for formal tasking and placement on board orders. **(T-2)**

2.6.7.1. Include multi-service or joint operational mishap information in the initial notification.

2.7.3. The wing SE at deployed locations (e.g. Andersen AFB or RAF Fairford), where AFGSC aviation assets are operating, will ensure the installation leadership providing mishap support is aware of the contents of this supplement and coordinate issues as necessary between the installation and AFGSC. **(T-2)**

2.7.3.2. For AF nuclear surety, aviation, guided missile, directed energy, and friendly fire mishaps, every witness interview will start with the non-confidential witness interview script and its description of implications of providing a non-confidential statement. Only after a witness shows reluctance to provide a non-confidential statement may a witness be offered the promise of confidentiality. **(T-2)**

2.7.6.9. **(Added)** HQ AFGSC/SE notification. Safety staffs will make a notification to HQ AFGSC/SE and NAF/SE via telephone and email for possible on-duty Class A mishaps and Class B mishaps and exposure to toxic/caustic materials or propellants within four hours of notification (**Attachment 3**). During non-duty hours contact HQ AFGSC/SE through the HQ AFGSC Command Post and NAF/SE through host wing Command Post. Do not delay reporting for lack of complete information; provide an advisory that the information is not yet complete. **(T-2)**

2.7.6.10. **(Added)** Ensure procedures exist to have all aviation mishap and event OPREPs reviewed by Wing Safety.

2.7.6.11. **(Added)** For all Class A, B, and aviation Class C mishaps (potential or confirmed), send a Quick Look report (**Attachment 6 or Attachment 7**) with digital pictures to HQ AFGSC/SE. This report will follow no later than 48 hours after notification of mishap. Do not delay this report while waiting for outside agency input. **(T-2)**

2.7.6.12. **(Added)** Requests to waive the QL reporting requirement must be made to HQ AFGSC/SE through the appropriate NAF/SE. Only HQ AFGSC/SE can waive the reporting requirement. **(T-2)**

2.7.6.13. **(Added)** Do not include privileged information, including causes, recommendations, or lessons learned in the QL report. Include only factual data and un-staged mishap scene photographs that do not show the investigation process.

2.8.3. Work with the Incident Commander and emergency response agencies to control and preserve evidence, recognizing that the first priority is the preservation of life and property. The Incident Commander is responsible for the site, including security, until all restoration actions are complete.

2.9.4. **(Added)** HQ AFGSC/SE notification. Deployed Unit safety staffs will make a notification to HQ AFGSC/SE within four hours of notification via telephone and email for possible Class A and Class B mishaps. (**Attachment 3**). During non-duty hours contact HQ

AFGSC/SE through the HQ AFGSC Command Post and NAF/SE through host wing Command Post. Do not delay reporting for lack of complete information; provide an advisory that the information is not yet complete. **(T-2)**

2.9.5. **(Added)** Do not allow any member in the mishap chain to depart the locally established Permissible Duty Area without coordinating with the ISB/SIB Board President or SIO.

2.10.2.4. **(Added)** AFGSC wings must maintain a sufficient quantity of personnel in the requisite ranks or grades who have completed the corresponding AFSEC formal training courses in order to meet the requirements listed in AFMAN 91-22X. Wings will provide trained board presidents and investigators for command-wide SIB availability. Wing SEs must coordinate to schedule individuals for the appropriate formal safety training courses (i.e., Board President Course (BPC), Aircraft Mishap Investigation Course (AMIC), Mishap Investigation Non-Aviation (MINA)) through the appropriate NAF/SE to AFGSC/SE unless otherwise noted. Unless otherwise noted, TDY funding for attendees is the responsibility of the individual's unit. **(T-2)**

2.10.3. **(Added)** The base Operations Support Squadron Commander will coordinate with AFGSC MAJCOM Communications Coordination Center (MCCC) and AFGSC RAWS (Radar, Airfield, Weather Systems) MFM if NAVAIDS were likely involved. **(T-2)**

2.10.4. **(Added)** AFGSC wings will maintain safety response investigation go-kits with materials required by the local environment. Minimum required items must include a camera and voice recorder. For a more extensive list of examples refer to AFGSC/SE sharepoint. **(T-2)**

3.2.1. Materiel Cost. Mishap units will document as much detailed damage information as possible to obtain an accurate and timely repair cost estimate, expedite identification and mishap classification, and facilitate meeting investigation/reporting requirements. For engine mishaps with suspected internal damage, units will conduct a borescope inspection and document damage to the maximum extent possible. The use of Failure Analysis Service Technology (FAST) testing is encouraged when warranted. **(T-2)**

3.2.1.3. **(Added)** Modification/Upgrades. Include the cost to repair damaged material even if the items are scheduled to be modified by an upgrade program in the future. Calculate the repair costs IAW appropriate repair level.

4.5.2.2. For mishap investigations outside the categories listed in [paragraph 4.5.2](#), provide info-copy requests for confidentiality through applicable convening authority's safety office. If time is a critical factor, i.e., where witness information could be lost or compromised, direct the request to AF/SE with electronic information copies to the applicable convening authority's safety office and AFSEC.

4.5.4. For AF nuclear surety, aviation, guided missile, directed energy, and friendly fire mishaps, every witness interview will start with the non-confidential witness interview script and be briefed on implications of providing a non-confidential statement. Only after a witness shows reluctance to provide a non-confidential statement should a witness be offered the promise of confidentiality. **(T-2)**

5.2.2. The NAF/CC is convening authority (CA) for all on-duty Class B mishaps. The Wing/CC is CA for all off-duty Ground mishaps and all on-duty Class C, D, and E mishaps unless

otherwise directed by AFGSC/SE. The NAF/CC may delegate CA to the mishap Wing/CC for on-duty Class B Ground mishaps on a case-by-case basis.

6.2.2. Personnel appointed to HQ AFGSC-sponsored Class A safety investigations shall be placed on full per diem and have dual lodging, variations, and rental car authorized. Board members shall use government quarters when available and when the use of government quarters does not adversely affect mission accomplishment. Travelling board members will hold Government Travel Cards (GTCs). **(T-2)**

6.2.2.1. **(Added)** HQ AFGSC/SE will coordinate with HQ AFGSC/FM to establish and make available an Emergency and Special Program (ESP) code and a line of accounting to reimburse Class A board member travel. **(T-2)**

6.2.6. **(Added)** Units should advise AFGSC/SE and notify the local FAD (Financial Analysis Division) office if unable to provide funds. The local FAD office will, in turn, contact HQ AFGSC Base Support (HQ AFGSC/FMAO). **(T-2)**

6.3.4.6. **(Added)** Nomination procedures for a Class A SIB without fatalities. Upon notification of a suspected or actual Class A mishap involving an HQ AFGSC asset, HQ AFGSC/SE will task the affected NAF/SE to provide a complete, rank ordered list of qualified nominees per solicited board position to HQ AFGSC/SE within 24 hours of initial NAF notification (via e-mail or telephone). HQ AFGSC/A1 shall provide a list of all HQ AFGSC staff assigned BP qualified individuals to HQ AFGSC/SE within 12 hours upon request to ensure the most current information is available. **(T-2)**

6.3.4.6.1. **(Added)** Demographic and training data relevant to safety investigations will be provided for each nominee on the form. This demographic data shall include, but is not limited to, previous duty experience in a safety-related occupation (e.g., weapons safety officer, chief of safety), safety-specific training and date(s) accomplished, experience in the subject weapon system (e.g., total flight time, total maintenance experience), crew qualification(s), previous investigation experience, mission impact to the unit if selected, and other factors the CA should consider. NAF/CC or designated appointee should establish a process for evaluating nominees and provide a rank order recommendation to AFGSC/SE. The CA will use this data to select the most suitable board candidates for the investigation. Note: SIB medical members will be sourced independently by AFGSC/SG, and SIB recorders will normally be provided by the installation supporting the SIB. **(T-2)**

6.3.4.7. **(Added)** Nomination procedures for a Class A SIB with fatalities. The same procedures as in **paragraph 6.3.4.6** shall be followed, except that HQ AFGSC shall source the board president (BP). In this case, AFGSC/A1 shall provide a list of all HQ AFGSC-assigned general officers and their availability to serve as a SIB BP to AFGSC/SE within 12 hours of request. **(T-2)**

6.3.4.8. **(Added)** For Class A mishaps, AFGSC/SE will publish board appointment memoranda and/or board orders "For the Commander" after all SIB positions are filled with approved candidates. For Class B mishaps, the convening authority will publish as necessary. **(T-2)**

6.3.4.9. **(Added)** For mishaps, the CA will ensure the SIB members are physically in place within 72 hours of mishap notification. **(T-2)**

6.8.1.1. **(Added)** Include Department of Defense Human Factors Analysis and Classification System (DoD HFACS) codes for causal and contributory factors for all Class A and B mishaps and on-duty Class C mishaps.

6.12.15.1. Send AFGSC/SE and NAF/SE a courtesy copy of AFTO 22, Technical Manual (TM) Change Recommendation and Reply, or AF Form 847. Ensure the mishap number and releasable descriptions of the mishap are included on the applicable form.

6.12.16.1.1. **(Added)** Recommendations for all flight related Class B and below mishaps will be coordinated through the appropriate NAF/SE. **(T-2)**

6.12.16.1.2. **(Added)** Recommendations for all mishaps requiring action above the wing level will be coordinated through AFGSC/SE, via e-mail or telephone prior to report submission, to ensure proper OPRs are appointed. **(T-2)**

6.13.2. Other recommendations of significance (ORS) will be routed through AFGSC channels for informational purposes only. When required, HQ AFGSC OPRs for such recommendations assume responsibility for advocating corrective actions from agencies outside of AFGSC. Attach such recommendations to the memorandum of transmittal to all AFGSC addressees and each non-AFGSC recommendation OPR. **(T-2)**

6.15.1.1. Ensure photographs taken for investigations do not contain images of classified components. Ensure classified images are removed, sanitized or marked appropriately prior to releasing/transmitting. For photographs related to classified events, report via e-mail using an appropriate secure means, such as SIPRNET. Send e-mails to the Convening Authority's Director/Chief of Safety, and the appropriate discipline at the AF Safety Center.

7.2.1.3. **(Added)** Telephonic/email Reports. The following telephonic/email reports are also required for AFGSC units:

7.2.1.3.1. **(Added)** The owning unit safety office will make a telephonic and email report NLT four hours after learning of an on-duty Class A mishap (**Attachment 3**). Contact the appropriate HQ AFGSC Safety office during duty hours. Contact HQ AFGSC/SE through the HQ AFGSC Command Post during non-duty hours. Send a courtesy copy notification to the NAF/SE, at the time of e-mail notification to AFGSC/SE. **(T-2)**

7.2.1.3.2. **(Added)** For Class A aviation, weapons or on duty ground mishaps involving human factors, the director of wing/base medical services (or the designated representative) will make a telephonic report to the HQ AFGSC Aerospace Medicine Branch (AFGSC/SGP) within twenty-four hours after learning of a mishap (**Attachment 4**). Make report directly to HQ AFGSC/SGP during duty hours; make the report to the HQ AFGSC/SGP through the HQ AFGSC Command Post during non-duty hours. **(T-2)**

7.2.1.3.3. **(Added)** In addition to the above, the following message reports are required for Class A aviation, weapons, and on-duty ground mishaps. The owning unit wing safety staff will assist in the preparation of these reports: **(T-2)**

7.2.1.3.3.1. **(Added)** HQ AFGSC/A3 will make a telephonic report to HQ AFGSC/SE within four hours after learning of mishaps involving aircraft being ferried under HQ AFGSC/A3 movement control. **(T-2)**

7.2.1.3.3.2. **(Added)** HQ AFGSC/SE and the owning NAF Safety office will notify their respective staff judge advocates upon determination that an aviation mishap might be a Class A. **(T-2)**

7.2.1.3.4. **(Added)** For Class B aviation, weapons and on-duty ground mishaps, the safety office of a mishap unit will make a telephonic and email notification to the owning NAF safety office. Contact the appropriate NAF Safety office during duty hours. Contact NAF/SE through the host wing Command Post during non-duty hours. **(T-2)**

7.2.2.2.3. **(Added)** For all Class A mishaps, the SIB president will provide a telephone/email update to HQ AFGSC/SE on a weekly basis or whenever there are significant developments in the investigation. For selected Class B mishaps, the NAF/SE will provide a telephone/email update to AFGSC/SE on a weekly basis or whenever there are significant developments in the investigation. **(T-2)**

7.4. Safety Reports. Prior to final release of all Class A and B mishap reports in AFSAS, the IO will add the owning NAF and MAJCOM (AFGSC/AFRC/ANG) as Optional Approval in item 14 on the “create final message” screen. This action will allow a final review for accuracy and completeness. This is a review only; the owning NAF and MAJCOM will not release the report. After review, the report with any recommended changes will be returned to the owning organization for final release. Barring any extenuating circumstance, this review will be completed within 2 duty days, per level of review, of receipt. **(T-2)**

8.2.1. AFGSC Formal Report Review Process. HQ AFGSC/SE will send TAB T and TAB Y to the appropriate staff agencies upon completion of the formal outbrief. The normal “bottom line” suspense for each agency to evaluate and provide comments is five duty days following the briefing. Providing comment at this time does not preclude agencies from commenting further upon receipt of the Air Force Safety Center’s request for comments and endorsements. **(T-2)**

8.2.1.1. **(Added)** NAF/SEFs, NAF/SEGs and NAF/SEWs will review final messages regarding Class C, D mishaps and Class E events at a frequency determined by the NAF/SE. AFGSC/SE mishap report reviews and quality checks will include review of human factors content and coding and will be accomplished per **Attachment 5**. Human factors will be investigated and reported in mishap reports according to AFGSC Human Factors Guide located on the AFGSC SharePoint® site. **(T-2)**

8.4.1. Briefing Investigation Results. The SIB will conduct a pre-briefing for Class A mishaps to AFGSC/SE NLT five duty days prior to the convening authority briefing. The purpose of this pre-briefing is for quality control purposes only. In addition, the SIB will ensure an electronic copy of the final TAB T, TAB Y and the final message arrive at HQ AFGSC/SE NLT two duty days before the briefing to the convening authority. **(T-2)**

8.4.8. **(Added)** For Class A mishap briefings, all primary SIB members will attend the briefing to AFGSC/CC unless waived by AFGSC/SE. The SIB president will advise AFGSC/CC if minority positions exist upon completion of the briefing. Single projection electronic PowerPoint® presentations are required. Boards may use videos and exhibits to supplement the PowerPoint® briefing. **(T-2)**

9.3.8.2.1. **(Added)** The Hazard Review Board will be chaired by the AFGSC/CD and convene in April and October of each year. **(T-2)**

9.3.8.6. **(Added)** NAF safety staffs will conduct HRBs that meet no less than once every six months. These HRBs will address recommendations from all Class C-E mishaps, incident and hazard reports, applicable ASAP reports, and safety studies. Elevate all recommendations requiring HHQ attention. NAFs will ensure AFSAS updates for Class C-E mishaps, incident and hazard reports, applicable ASAP reports, and safety studies recommendations occur semi-annually. The NAF will create a memorandum for record (see [paragraph 9.3.8.4](#)) signed by the NAF Chief of Safety, after every Hazard Review Board. This memorandum for record will be maintained by the NAF safety office and reviewed by the AFGSC/SE during NAF Safety Evaluations or whenever requested. **(T-2)**

AARON L. ULLMAN, Colonel, AFGSC/SE
Director of Safety

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DAFI 33-360, Publications and Forms Management, 1 December 2015

AFI 33-322, Records Management and Information Governance Program, 22 March 2020

Adopted Forms

AFTO 22, *Technical Manual (TM) Change Recommendation and Reply*.

Abbreviations and Acronyms

AFGSC—Air Force Global Strike Command

AFGSC/CD—Air Force Global Strike Command Deputy Commander

AFRIMS—Air Force Records Information Management System

AFSAS—Air Force Safety Automated System

AF/SE—Air Force Chief of Safety

AFSEC/SE—Air Force Safety Center Chief of Safety

AFSEC/SEG—Air Force Safety Center Occupational Safety Branch

ALMAG—Air Launched Munition Analysis Group

AMIC—Aircraft Mishap Investigation Course

ASAP—Airman Safety Action Program

BP—Board President

BPC—Board President Course

CA—Convening Authority

CoS—Chief of Safety

ESP—Emergency and Special Program

FAST—Failure Analysis Service Technology

FAD—Financial Analysis Division

GTC—Government Travel Card

HF—Human Factors

HQ AFGSC/A1—HQ AFGSC Directorate of Personnel

HQ AFGSC/A3—HQ AFGSC Directorate of Operations

HQ AFGSC/FM—HQ AFGSC Comptroller

HQ AFGSC/FMAO—HQ AFGSC Base Support

HQ AFGSC/SE—HQ AFGSC Directorate of Safety
HQ AFGSC/SEF—HQ AFGSC Flight Safety Branch
HQ AFGSC/SG—HQ AFGSC Directorate of the Command Surgeon
HQ AFGSC/SGP—HQ AFGSC Aerospace Medicine Branch
HRB—Hazard Review Board
ICBM—Intercontinental Ballistic Missile
IO—Investigation Officer
ISB—Interim Safety Board
JEMIC—Jet Engine Mishap Investigation Course
MCCC—MAJCOM Communications Coordination Center
MINA—Mishap Investigation Non-Aviation
NAF/CC—Numbered Air Force Commander
NAF/SE—NAF Chief of Safety
NAF/SEF—NAF Aviation Safety Branch
NAF/SEG—NAF Occupational Safety Branch
NAF/SEW—NAF Weapons Safety Branch
OPR—Office of Primary Responsibility
ORS—Other Recommendations of Significance
OSHA—Occupational Safety and Health Administration
QL—Quick Look
RAWS—Radar, Airfield, Weather Systems
SIB—Safety Investigation Board
SIO—Single Investigating Officer
UTC—Coordinated Universal Time

Attachment 3 (Added)**MISHAP 4-HOUR TELEPHONIC / E-MAIL REPORT**

A3.1. General Information. Initial report to HQ AFGSC/SE will be made within four hours after learning about the mishap with the following information. Do not delay report if all information is not available. (T-2)

A3.1.1. Date of Mishap.

A3.1.2. Time of Mishap (Local and UTC).

A3.1.3. Location of Mishap (Lat/Long Coordinates).

A3.1.4. MDS involved (MDS, Tail #, Ser #, Reg #, etc).

A3.1.5. Organization of Personnel / Equipment (Squadron, Wing, NAF).

A3.1.6. Mishap Classification (Class A/B).

A3.1.7. Damage:

A3.1.7.1. Equipment/Aircraft.

A3.1.7.2. Other Government Property.

A3.1.7.3. Private Property.

A3.1.8. Personnel Involved (Name, Rank, Position).

A3.1.9. Injuries.

A3.1.10. Narrative Description of Mishap.

A3.1.11. Interim Safety Board President:

A3.1.11.1. Name, Rank.

A3.1.11.2. Duty Title / Office Symbol.

A3.1.11.3. Phone Number.

A3.1.12. Mishap Unit Wing Commander (Name, Rank).

A3.1.13. Reported by (Name, Rank, Duty Title and Phone Number).

A3.1.14. Other Pertinent Information (status of rescue efforts, description of crash site, etc.)

Attachment 4 (Added)**MEDICAL 24-HOUR TELEPHONIC REPORT (FOR FLIGHT, WEAPONS, AND ON-DUTY GROUND CLASS A MISHAPS)**

A4.1. General Information. Initial medical report will be made to HQ AFGSC/SGP within 24 hours of mishap with the following information. Do not delay report if all information is not available. **(T-2)** Report changes in medical condition of crewmembers following this initial report to HQ AFGSC/SG. Information collected may contain HIPAA and Privacy Act data.

A4.1.1. Type Vehicle or Equipment Involved.

A4.1.2. Date / Time of Mishap.

A4.1.3. Organization (Squadron, Wing, NAF)

A4.1.4. Location of Mishap

A4.1.5. Each Member:

A4.1.5.1. Name.

A4.1.5.2. Rank.

A4.1.5.3. Organization.

A4.1.5.4. Position.

A4.1.5.5. Date of Birth.

A4.1.5.6. Date Current Medical Clearance Expires

A4.1.5.7. Medical Waiver and Expiration Date (if any).

A4.1.5.8. Date of Last Medical Care and Reason.

A4.1.5.9. Last DNIF and RTFS Date.

A4.1.5.10. SSAN.

A4.1.5.11. Significant Medical History from Medical Records Review.

A4.1.5.12. Injuries.

A4.1.6. Responding Medical Personnel (Name, Contact Number).

A4.1.7. Prepared By (Name, Duty Title, Phone Number).

Attachment 5 (Added)**MISHAP REPORT QUALITY CHECK PROCESS**

A5.1. General Information. This attachment establishes the AFSAS report Quality Check (QC) process for AFGSC.

A5.2. AFGSC Safety Directorate (AFGSC/SE) will:

A5.2.1. Provide guidance and training (when required or requested) on investigating human factors in Air Force mishaps. **(T-2)**

A5.2.2. AFGSC/SEH review closed AFSAS reports per the timeline in **Table A5.1. (T-2)**

Table A5.1. Quality Check Timelines.

REPORT TYPE	QC SUSPENSE
Class C	20 Duty Days
Class E Physiological	20 Duty Days
DULL SWORD	30 Duty Days

A5.2.3. AFGSC/SEH request investigation be re-opened if reporting deficiencies are identified. **(T-2)**

A5.2.4. Provide feedback to investigating personnel (through proper channels) on corrective actions required for reporting deficiencies. **(T-2)**

A5.3. NAF Safety staffs (NAF/SE) will:

A5.3.1. If needed, coordinate with AFGSC/SEH on human factors content of investigations prior to report closure for Class B and below investigations. **(T-2)**

A5.3.2. Provide all report QC messages to affected wing; forward QC feedback to AFGSC/SEH. **(T-2)**

A5.3.3. Track report rejection trends. **(T-2)**

A5.3.4. Review subordinate wings' closed reports and provide feedback (based on rejection trends) in conjunction with MAJCOM feedback. **(T-2)**

A5.4. Wing Safety staffs (BW/SE or MW/SE) will:

A5.4.1. If needed, coordinate with AFGSC/SEH on human factors content of investigations prior to report closure for Class C and below. **(T-2)**

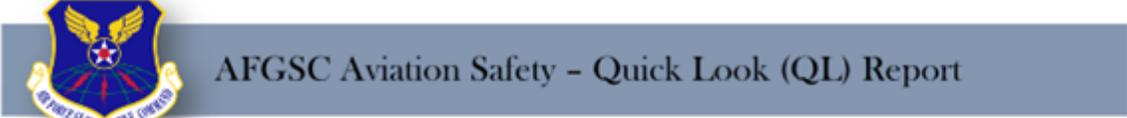
A5.4.2. Update reopened reports based on feedback provided by MAJCOM and NAF review. **(T-2)**

A5.4.3. Resubmit updated investigations to AFSAS. **(T-2)**

Attachment 6 (Added)

AVIATION QUICK LOOK REPORT FORMAT

Figure A6.1. AVIATION QUICK LOOK REPORT FORMAT



 **AFGSC Aviation Safety - Quick Look (QL) Report**

TO: AFGSC/SEF

FROM (Wing):

SUBJECT (Mishap Descriptive Title):

DATE/TIME OF MISHAP:

DATE OF QL REPORT

NEAREST BASE:

UNIT (Squadron)

AIRCRAFT MDS/TAIL NUMBER:

PHASE OF FLIGHT (Taxi, Take-Off, In Flight, etc):

AIRCRAFT SYSTEM AFFECTED:

SUMMARY (Factual Information ONLY – Bullet Format):

-
-
-
-
-
-
-
-

BRIEF DESCRIPTION OF DAMAGE (Bullet Format)

-

INJURIES:

COST (Circle One – Estimated Repair or Exchange)

AIRCREW/MAINTAINER INFORMATION:

ATTACH DIGITAL PHOTO(S)

Attachment 7 (Added)

NON-AVIATION QUICK LOOK REPORT FORMAT

Figure A7.1. NON-AVIATION QUICK LOOK REPORT FORMAT.

SECRET WITH WEAPONS INPUT



AFGSC Non-Aviation Safety - Quick Look Report

This Quick Look report is issued to Commanders and Unit Safety Representatives to rapidly share information concerning a recent safety related incident in the interest of mishap prevention. Units are encouraged to provide this information to all work centers and include this incident in future safety and/or vehicle travel briefings.

TO: AFGSC/SEF

FROM (Wing):

SITUATION:

LOCATION:

DATE AND TIME:

UNIT:

SAFETY POC:

CONDITIONS:}

INJURIES:

***(S- When Filled In) WEAPON SYSTEM/EQUIPMENT:**

DAMAGE:

KNOWN FACTS:

REPORTS:

*** For weapons related reports, information becomes SECRET and will be passed on SIPRNET
FOR OFFICIAL USE ONLY**

Do not release this information outside of Air Force safety channels without permission of the Mishap Investigation
Convening Authority.

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